

112-9941

12 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services
THROUGH : Director of Joint Computer Support
FROM : Director of Training
SUBJECT : Establishment of a Media Center in the
Headquarters Building

1. Action Requested: Your approval is requested of a recommendation made in paragraph 4.

2. Background: The Office of Training has an objective of establishing a Media Center in the Headquarters Building by September 1974. This Center would serve at least four training activities: the Office of Training Self-Study Program, the Office of Joint Computer Support Self-Study Program, the Headquarters Language Laboratory, and the University of Maryland Instructional Television Network. There would be six video cassette stations, two video tape stations, 16 audio cassette carrels; a viewing area for films, television, and for the [redacted] Program; storage and maintenance areas (see attachments). One technician/lab supervisor would be assigned to operate the Center.

The Center as envisaged requires about 1,300 square feet of space. The Office of Training currently has a requirement with the Office of Logistics for 1,000 square feet of space for a self-study area. With the realization of the Media Center, this standing requirement would be invalidated.

3. Staff Position: The Center would be available to employees at all hours and during weekends. It would enable Agency employees at their convenience and at their own pace--before, during, and after normal duty hours--to take courses and attend lectures primarily by the use of new technology in audio and video instructional systems. New instructional media or systems for

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self-improvement would be used in the Center as they are developed and found feasible in satisfying Agency needs. Locating the four training activities in one center would result in more efficient use of Headquarters space than the present arrangements, more efficient operation of each of the four training programs, and better and more productive use of personnel to operate and supervise the training activities. Presently, the OTR Self-Study Program is operating in a limited capacity primarily because of three factors: (1) lack of sufficient space in the Headquarters Building, (2) a facility which is available to participants only from 0800 to 1620 hours, Monday through Friday, and (3) no personnel at Headquarters to operate the Program.

STATINTL

4. Recommendations: It is requested that you approve the establishment of a Media Center in the Headquarters Building as described above. An early decision is requested on this proposal so that the [REDACTED] instructional aspect of the Center can begin by September 1974.

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[REDACTED]
Alfonso Rodriguez
Director of Training

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Atts

CONCUR:

[REDACTED]
Harry E. Fitzwater
Director of Joint Computer Support

* APPROVED: [REDACTED]

DISAPPROVED: _____

17 MAY 1974

*This request has been approved by the ADD/M&S, subject to the limitations and constraints identified by the Director of Logistics in his memorandum of 7 May 1974, attached.

Distribution:

- 0 - Adse. (Ret to DTR)
- 2 - DD/M&S
- 2 - OJCS
- 2 - DTR
- 1 - PDS

Added Distribution

- 1 - OL

OL Distribution:

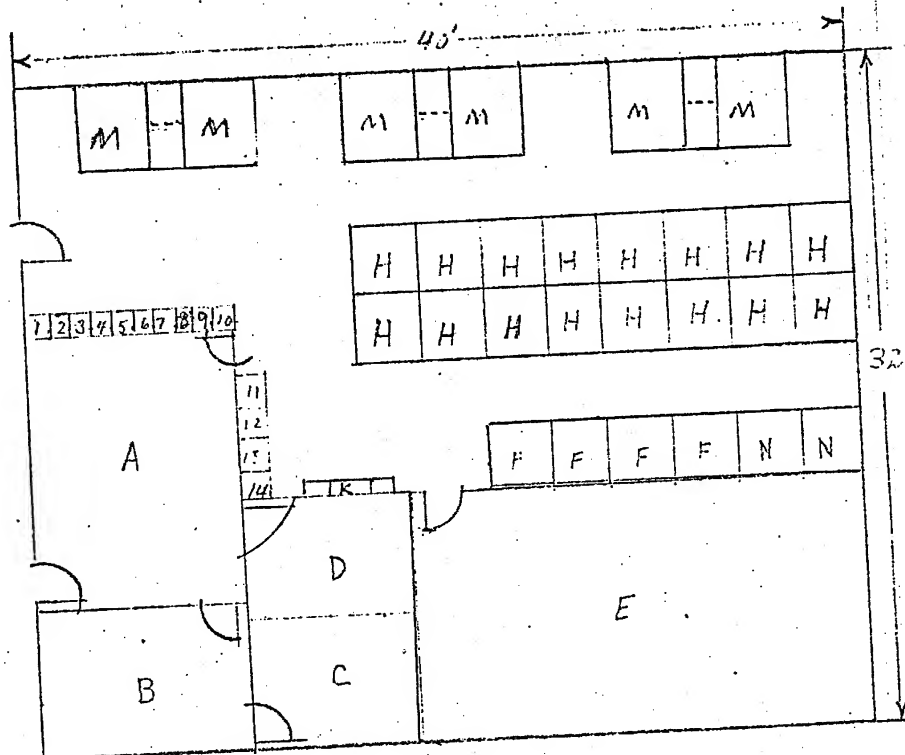
Orig (Returned to DD/M&S
w/Comments)

- (1) - OL Official, w/Comments

OL Distribution w/Held:

- 1 - D/L Chrono, w/Comments
- 1 - OL/LSD, W/Comments

Approved For Release 2001/08/09 : CIA-RDP78-05399A000200030010-1



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- A - Admin Office
- B - Repair & Maintenance Shop
- C - Projection Area
- D - Storage for Materials
- E - Foreign Language Films
Special Video Programs
- F - Study Carrels or Other Programmed Courses
- H - Carrels for Language & Audio Programs
- K - Language Texts
- M - Vidocassette Courses & Programs
- N - Carrels for 1/2 inch Video
- 1-14 - Language Materials - Cassettes

Furnishings & Equipment for Headquarters Media Center

<u>Items</u>	<u>No.</u>	<u>Est. Cost</u>
1. Chairs with arms	46	
2. Desk with side piece	1	
3. Coat racks (1 large and 1 small)	2	
4. Bookcase 4 section	1	
5. File cabinet	1	
6. Storage cabinet	1	
Items 1 thru 6 in stock and will come from BSO.		
7. Videocassette instructional carrels/station	6	\$1,500
8. Work bench with drawers	1	200
9. Small parts cabinet	1	50
10. 36 inch wood grain table	12	300
11. Projector table	1	50
12. Video & text material storage cabinet	4	200
		<u>\$2,300</u>

Items 7 thru 12 are special items and will have to be purchased.

13. Audio and study carrels	22
14. Audio storage cabinets	12
15. Text book storage cabinet	1
16. Audio-active cassette recorder/player	16
17. Audio cassette recorder/player with headset	10
18. Videocassette playback unit with color TV receiver and headset	6
19. 1/2 inch video tape playback unit with B&W TV receiver	2
20. Mobile videocassette console	1
21. 16 mm film projector	1

Items 13 thru 21 are on hand - no cost.

22. 3/4 inch videocassette player/recorder unit with tuner	1	1,150
23. Audio-active cassette recorders/players	4	1,000
24. 25 inch color TV receiver/monitor	1	650
25. 35 mm slide projector	1	150
26. 35 mm film strip projector	1	125
27. Movie screen, electric 5x8	1	200
28. Vacuum tube volt meter & miscellaneous tools		500
		<u>\$3,775</u>

Items 22 thru 28 have to be purchased.

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TOTAL TO BE PURCHASED FOR MEDIA CENTER \$6,075

NOTE: Not included is cost of [REDACTED] classroom equipment and services to be funded by the DDS&T.

Duties and Responsibilities for OTR Media Center Supervisor

1. Process course enrollments - except OJCS self-study courses and lectures.
2. Schedule the use of training materials, carrels, and Center equipment.
3. Issue to students the cassettes, supplemental course materials, and equipment.
4. Demonstrate proper usage of equipment.
5. Maintain record-keeping systems related to users, materials, and equipment.
6. Prepare form 1961 "Agency Training: Internal" (Course Roster) for input to the Agency Training Record of students satisfactorily completing OTR administered courses or programs.
7. Operate audio/visual equipment for class or group participation.
8. Provide maintenance and first-echelon repair for Center equipment.